

CITY OF MANCHESTER
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM
CHECKLIST FOR PROPERTY OWNERS

Property Owner:_____

Property Address:_____

ALL OF THE FOLLOWING ITEMS MUST TO BE SUBMITTED BY PROPERTY OWNERS IN ORDER TO BE CONSIDERED FOR FUNDING:

Completed by property owners:

- ___Application form
- ___Ownership verification, provide **one** of the following:
 - ___Copy of current mortgage statement
 - ___Copy of deed
 - ___Copy of tax map
- ___Age of building verification
 - ___Tax Card
- ___Authority to enter into contract (only for partnerships/corporations)
- ___Current payment verifications, provide **all** of the following:
 - ___Copy of property taxes
 - ___Copy of water bill
 - ___Copy of sewer bill
 - ___Copy of property insurance
- ___Signed "Property Requirements" form
- ___Signed "What to Expect and What Not to Expect" form

Completed by residents in **each** unit:

- ___Household Information form
- ___Income Verification form (**one for each household member over the age of 18**)
- ___All required documents to verify income
- ___Blood Lead Level Test Consent form
- ___Non-resident Parental Consent form (if applicable)
- ___Blood lead level test results
- ___Notice of non-displacement and temporary relocation

CITY OF MANCHESTER
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM
APPLICATION FORM

Applicant is: ☐ Individual
☐ Partnership – Federal I.D. No.: _____
☐ Corporation – Federal I.D. No.: _____

Date of Application: _____

Applicant's Name: _____ SS#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone No.: () _____ Daytime Phone No.: () _____

If partnership, supply names and percentage of ownership:

Name: _____ % SS#: _____

Name: _____ % SS#: _____

Name: _____ % SS#: _____

If corporation, list officers: _____

Property to be assisted:

Address: _____

City: _____ State: _____ Zip Code: _____

Total number of units: _____ Year constructed: _____ Assessed value: _____

Are all tax, water, and sewer obligations current with the City of Manchester? _____

Property type: ☐ Owner-occupied only ☐ Owner-occupied with rental units
☐ Non-owner occupied rental property

Has the Manchester Health Department or NH Childhood Lead Poisoning Prevention Program notified you that a child residing in your building has an elevated blood lead level?:

☐ Yes (Manchester Health Department) ☐ Yes (NH CLPPP) ☐ No

Are any of your units under an Abatement Order? If yes, please attach documentation on the Abatement Order. ☐ Yes ☐ No

Has any type of lead hazard evaluation been carried out on this property? ☐ Yes ☐ No

Have any lead hazard reduction activities been carried out on this property? ☐ Yes ☐ No

Please summarize any known or suspected lead paint hazards. Indicate any testing here, and attach a copy of lead testing results to this application: _____

Occupancy Summary:

<u>Unit #</u>	<u>Head of Household</u>	<u># Occupants</u>	<u># BRs</u>	<u>Rent Amt.</u>	<u>Util. Incl.</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Owners' Certification: I _____ do hereby certify that all information contained in this application is true to the best of my knowledge. I understand that the application process includes an inspection of the premises to determine if my property is eligible for lead hazard reduction activities under this program. I understand that submitting an application for assistance does not constitute approval or commitment of assistance by the City of Manchester Lead Hazard Reduction Demonstration Program. I agree to comply with all Federal and City Program rules and policies that govern the financing source for which I am applying.

Applicant

Date

CITY OF MANCHESTER
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM
PROPERTY REQUIREMENTS

Applicant's Name: _____

Property Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone No.: () _____ Daytime Phone No.: () _____

By participating in the City of Manchester's Lead Hazard Reduction Demonstration Program, I understand that the following property requirements will apply for each assisted unit for a period of 5 years:

- Rental properties shall have rents at or below Fair Market Rent as determined by HUD.
- Rental properties shall rent to tenants that meet income eligibility requirements, as determined by HUD. If a unit becomes vacant, priority will be given to low-income households with a child under six years of age.
- Owner occupied units must remain the primary residence of the qualifying owner.
- Property owners shall annually provide rental compliance and income verification documents.
- Property owners shall maintain the repairs performed through the Lead Hazard Reduction Demonstration Program in a manner that is acceptable to the program specialist. The unit shall also be made available for inspection upon request.

Applicant

Date

Witness / Program Staff

Date

CITY OF MANCHESTER
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM
WHAT TO EXPECT AND WHAT NOT TO EXPECT

Things that property owners do in the Lead Hazard Reduction Demonstration Program:

The Lead Hazard Reduction Demonstration Program will help property owners during the lead hazard reduction process. However, property owners are responsible for making the choices and doing the work listed below:

1. Property owners, with the program, help inspect the unit and point out problems.
2. Property owners, *not* the program, sign a lead hazard reduction contract with the contractor.
3. Property owners, *not* the contractor, ensure all resident belongings are appropriately packed and/or removed from the unit before the start of work.
4. Property owners, with the Program, approve payments made to their contractor.
5. Property owners, with the program, inspect and approve work performed by their contractor.
6. Property owners work with the contractor to settle disagreements during the job.
7. Property owners call / write their contractor to ask them to correct problems covered by contractor warranties during the first year after the job has been completed.

Things property owners should think about before taking out a lead hazard loan:

1. Not all of the work that property owners want done can always be done.
2. All units will be made lead-*safe* not lead-*free*.
3. Repairs will correct one or two problems, but will not solve all problems.
4. Don't expect your house to be completely new when work is done.
5. Don't expect all floors, walls, ceilings, doors, windows, and so on in older houses to be completely plumb, level, and square when work is done.
6. Sometimes it is stressful or impossible to live in a house while a contractor is working.
7. Very few times in life is anyone completely satisfied with things they buy or have repaired. Buying a house or having a house repaired is no different.
8. Houses always need improvements. It would be a good idea for owners to save at least \$25 a month to help cover the cost of future repairs.
9. Finally, the Program *cannot* guarantee that property owners will be satisfied with the work done by their contractor.

Applicant

Date

Witness / Program Staff

Date